7361 Calhoun Place, Suite 505 * Rockville MD, 20855 Tel: 301-774-0555 - Fax: 301-774-0057 www.ctsmd.com



Contract No.: GS-25F-0040S

Office, Imaging and Document Solutions

FSC Group: 36 FSC Class: 3610

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA-Advantage TM, a menu-driven database system. The Internet address for GSA-Advantage TM is: http://www.gsaadvantage.gov

Contract Period: July 21, 2016 – July 20, 2021



AMENDMENT OF SOLICITATION/MO		1.Contract ID Cod	le	Page of Pages		
Amendment/Modification No.	112	tive Date: 21, 2016	4. Requisition/F	Purchase Req. No.	5. Projec	et No. (If Applicable)
General Service Administr GSA FAS 3QSAC 100 S INDEPENDENCE MALL W				ministered By: (If Oth GSA/FAS/QV0CF 450 GOLDEN GA SAN FRANCISCO	TE AVE	5 FL. EAST 94102
3. Name and Address of Contractor (No. Stre		and Zip Code)		9A Amendment o		on No:
7361 CALHOUN PLACE ROCKVILLE, MD 208552765				10A. Modification of Contract/Order No. GS-25F-0040S 10B. Dated (See Item 13) Jul 21, 2006		
Code	Facility Code					
11. THIS	ITEM ONLY AI	PPLIES TO AM	ENDMENTS C	OF SOLICITATION	NS	
The above numbered solicitation is an date specified for receipt of Offers	ended as set forth	in item 14. The hou	ır and	is extended		is not extended.
Offerors must acknowledge receipt of this amen a) By completing items 8 and 15, and returning copies of the all eference to the solicitation and amendment numbers. FAILURI DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OI elegram or letter makes reference to the solicitation and this am	mendment; (b) By acknow E OF YOUR ACKNOWLE FFER. If by virtue of this a	wledging receipt of this ame EDGEMENT TO BE RECEI amendment you desire to c	endment on each copy of IVED AT THE PLACE D change an offer already	of the offer submitted; or (c) B DESIGNATED FOR THE REC	y separate le EIPT OF OFF	tter or telegram which includes a FERS PRIOR TO THE HOUR AND
2. ACCOUNTING AND APPROPRIATION DA	「A (If required)					
<u>IT</u> .	MODIFIES THE CO	ONTRACT/ORDER	NO. AS DESCRIE			
A. THIS CHANGE ORDER IS ISSUED PURSUAN IN ITEM 10A.	Г ТО: (Specify authority)	THE CHANGES SET FOR	TH IN ITEM 14 ARE MA	ADE IN THE CONTRACT OR	DER NO.	
X B. THE ABOVE NUMBERED CONTRACT/ORDER ITEM 14. PURSUANT TO THE AUTHORITY OF F				s changes in paying office, app	propriation da	ta, etc.) SET FORTH IN
C. THIS SUPPLEMENTAL AGREEMENT IS ENTE	RED INTO PURSUANT 1	TO AUTHORITY OF:				
D. OTHER (Specify type of modification and author	ity): See Block	13 Notes	•			
IMPORTANT: Contractor: is not	X , is	required to	sign this document and	d return, copies to the issu	uing office.	
4. DESCRIPTION OF MODIFICATION (Organized by UCF sec In accordance with clause (EVERGREEN)", the Governm period of performance fro	I-FSS-163 ent exercise	option to E es its 2nd o	Extend the spring to ex			
5A. NAME AND TITLE OF SIGNER (Type or Print)		16A. NAME	AND TITLE OF CONT	RACTING OFFICER (Type o	· Print)	
GSA Initiated Mod			hael McGra		,	
5B. CONTRACTOR/OFFEROR	15C. DATE SIGNED		ED STATES OF AMERI			16C. DATE SIGNED
Signature Not Required		ву Sigı	ned electron	nically See a	above	Jul 12, 2016

Signature of person authorized to sign)

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GENERAL CONTRACT INFORMATION

1a. Table of Awarded Special Item Numbers (SINs): 51-504 - Records Management Services (Please refer to page #3 for a more detailed 51-506 - Document Conversion Services

description)

1b. Lowest Priced Model Number and Lowest Price: Please refer to our rates beginning on page

<u>#10</u>

1c. Labor Category Descriptions: Please refer to page #8

2. Maximum Order: \$1,000,000

3. Minimum Order: \$0

4. Geographic Coverage: Washington DC, MD & VA

5. Point (s) of Production: Not Applicable

6. Discount from List Price: All Prices Herein are Net

7. Quantity Discounts: Orders of \$1 to \$500,000 - 5% discount

Orders of \$500,001 to \$750,000 - 8%

discount

Orders in excess of \$750,000 - 12% discount

8. Prompt Payment Terms: Net 30 days

9a. Government Purchase Card is accepted at or below the micro – purchase threshold.

9b. Government Purchase Card *is* accepted above the micro – purchase threshold.

10. Foreign Items: None

11a. Time of Delivery: 30 Days ARO

11b. Expedited Delivery: To Be Negotiated with Ordering Agency

11c. Overnight and 2-Day Delivery:

To Be Negotiated with Ordering Agency

11d. Urgent Requirement: To Be Negotiated with Ordering Agency

12. F.O.B. Point(s): Destination

13a. Ordering Address: Computer Technology Services, Inc.

Attn: Jeffrey Brenner/GSA Orders 7361 Calhoun Place, Suite 505

Derwood, MD 20855



13b. For supplies and services, the ordering procedures, information on Blanket Purchase Agreements (BPAs), are found in Federal Acquisition Regulation (FAR) 8.405-3.

14. Payment Address: Computer Technology Services, Inc.

Attn: Accounts Receivable/GSA Orders

7361 Calhoun Place, Suite 505

Derwood, MD 20855

15. Warranty Provision: Not Applicable

16. Export Packing Charges: Not Applicable

17. Terms & Conditions of Government Purchase Card Contact Contract Administrator

Acceptance:

18. Terms and conditions of rental, maintenance, and Not Applicable

repair:

19. Terms and conditions of installation (if applicable): Not Applicable

20. Terms and conditions of repair parts indicating Not Applicable

date of parts, price lists and any discounts from

list prices:

20a. Terms and conditions for any other services Not Applicable

(if applicable):

21. List of service and distribution points

Not Applicable

(if applicable):

22. List of participating dealers (if applicable):

Not Applicable

Not Applicable

23. Preventative maintenance (if applicable)

Not Applicable

24a. Special attributes such as environmental Not Applicable

attributes (e.g., recycled content, energy efficiency,

and/or reduced pollutants.):

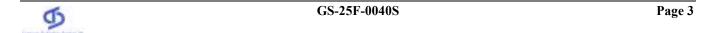
24b. Section 508 compliance information is available Contact Contract Administrator for more on Electronic and Information Technology (EIT) information.

on Electronic and Information Technology (EIT) supplies and services and show where full details can be found (e.g. contractor's website or other location.) The EIT standards can be found at:

www.Section508.gov/:

25. Data Universal Number System (DUNS) Number: 121543755

26. Computer Technology Services, Inc. *is* registered in the Central Contractor Registration (CCR) database.



CONTRACT OVERVIEW

GSA awarded Computer Technology Services, Inc. a GSA Federal Supply Schedule contract for Office, Imaging and Document Solutions, Contract No. GS-25F-0040S. The current contract period is July 21, 2016 - July 20, 2021. GSA may exercise a total of up to three additional 5 year option periods. The contract allows for the placement of Firm Fixed Price or Time and Materials task orders using the labor categories and fixed-price service rates defined in the contract.

CONTRACT ADMINISTRATOR

Anthony D. Woods
Computer Technology Services, Inc.
7361 Calhoun Place, Suite 505
Rockville MD, 20855

Telephone: (301) 774.0555

Fax: (301) 774.0557

Email: <u>awoods@ctsmd.com</u>

MARKETING AND TECHNICAL POINT OF CONTACT

Jeff Brenner Computer Technology Services, Inc. 7361 Calhoun Place, Suite 505 Rockville MD, 20855 Telephone: (301) 774.0555

Fax: (301) 774.0557

Email: jbrenner@ctsmd.com

CONTRACT USE

This contract is available for use by all federal government agencies, as a source for Office, Imaging and Document Solutions services. Executive agencies, other Federal agencies, mixed —ownership Government corporations, and the District of Columbia; government contractors authorized in writing by a Federal agency pursuant to 48 CFR 51.1; and other activities and organizations authorized by statute or regulation to use GSA as a source of supply may use this contract. Additionally, contractors are encouraged to accept orders received from activities within the Executive Branch of the Federal Government.

Computer Technology Services, Inc. has been awarded a contract by GSA to provide services under the following SINs:

- 51-504 Records Management Services
- 51-506 Document Conversion Services



SPECIAL ITEM NUMBER (SIN) DESCRIPTIONS

51 504 Records Management Services (RMS)

Records Management Services - Record management services provide a comprehensive capability to solve the complex challenges posed by the movement, manipulation, archiving, security, and management of records. The contractor provides professional management and administrative support personnel having the necessary skills to perform effective record management services for both classified and/or unclassified records. The services are provided using either Government or contractor equipment and facilities or a combination of both. The contractor provides those services necessary to meet the following record management objectives using Government equipment and facilities. The Record management objectives are to maintain the existing file room in a manner that permits the easy location, retrieval, and storage of files. File Organization and Maintenance Services - Generally on-site services i.e., organization of files not for storage, tracking of files, information and documents indexing, scanning, labeling, bar-coding and filing. Storage Services - (Generally preparation of files for pick-up, storage and retrieval of records. Storage Facilities must conform to NARA standards)

51 506 Document Conversion Services (DCS)

The process of document conversion involves state-of-the-art scanning of the original document's text and graphic image into digital data, which is then transferred to a new media and formatted for use in a document imaging and storage system. Comprehensive DCS are used to transfer text and graphic images in existing documents (e.g., correspondence, files, technical manuals, land records, charts, engineering drawings, legal instruments, etc.) in whatever media they currently exist (e.g., paper, aperture cards, microfiche, microfilm, roll film, etc.) onto a new delivery/storage media (e.g., CD-ROM disks, 4mm/8mm magnetic tape, magnetic storage disks, aperture cards, microfiche, microfilm, roll film, etc.) in any required format (e.g., raster images, ASCII text, SGML tagged for electronic distribution or publishing, PDF image files, etc.) required for use in a document imaging and storage system. Customized coding and indexing options are also available as part of the document conversion process. Complete DCS will be used for both unclassified and classified documents using Government or contractor facilities or a combination of both.



INSTRUCTIONS FOR PLACING ORDERS FOR SERVICES BASED ON GSA SCHEDULE HOURLY RATES

GSA provides a streamlined, efficient process for ordering the services you need. GSA has already determined that **Computer Technology Services**, **Inc.** meets the technical requirements and that our prices offered are fair and reasonable. Agencies may use written orders; facsimile orders, credit card orders, blanket purchase agreement orders or individual purchase orders under this contract.

If it is determined that your agency needs an outside source to provide Office, Imaging and Document Solutions services, follow these simple steps:

Step 1. Develop a Statement of Work (SOW)

In the SOW, include the following information:

- Work to be performed,
- Location of work,
- Period of performance;
- Deliverable schedule, and
- Special standards and any special requirements, where applicable.

Step 2. Select Contractor and Place Order

- If the order is at or below the micro-purchase threshold, select the contractor best suited for your needs and place the order.
- If the order is exceeding but less than the maximum order threshold (MOT), prepare an RFQ;
- If the order is in excess of the MOT, prepare an RFQ. Consider expansion of competition and seek price reductions.

Step 3. Prepare a Request for Quote (RFQ)

- Include the SOW and evaluation criteria;
- Request fixed price, ceiling price, or, if not possible, labor hour or time and materials order;
- If preferred, request a performance plan from contractors and information on past experience; and include information on the basis for selection.
- May be posted on GSA's electronic RFQ system, e-Buy

Step 4. Provide RFQ to at least Three Firms

Step 5. Evaluate Offers, Select Best Value Firm, and Place Order



REQUIREMENTS EXCEEDING THE MAXIMUM ORDER

In accordance with FAR 8.404, before placing an order that exceeds the maximum order threshold, ordering offices shall:

- Review additional schedule contractors' catalogs/price lists or use the "GSA Advantage!" online shopping service;
- Based upon the initial evaluation, generally seek price reductions from the schedule contractor(s) appearing to provide the best value (considering price and other factors); and
- After price reductions have been sought, place the order with the schedule contractor that provides the best value and results in the lowest overall cost alternative (see FAR 8.404(a)). If further price reductions are not offered, an order may still be placed, if the ordering office determines that it is appropriate.

Vendors may:

Offer a new lower price for this requirement (the Price Reduction clause is not applicable to orders placed over the maximum order in FAR 52.216-19 Order Limitations.)

- Offer the lowest price available under the contract; or
- Decline the order (orders must be returned in accordance with FAR 52.216-19).

A task order that exceeds the maximum order may be placed with the Contractor selected in accordance with FAR 8.404. The order will be placed under the contract.

Sales for orders that exceed the Maximum Order shall be reported in accordance with GSAR 552.238-74.



BLANKET PURCHASE AGREEMENTS

Ordering activities may establish BPAs under any schedule contract to fill repetitive needs for supplies or services. BPAs may be established with one or more schedule contractors. The number of BPAs to be established is within the discretion of the ordering activity establishing the BPAs and should be based on a strategy that is expected to maximize the effectiveness of the BPA(s). In determining how many BPAs to establish, consider:

- The scope and complexity of the requirement(s);
- The need to periodically compare multiple technical approaches or prices;
- The administrative costs of BPAs; and
- The technical qualifications of the schedule contractor(s).

Establishment of a single BPA, or multiple BPAs, shall be made using the same procedures outlined in 8.405-1 or 8.405-2. BPAs shall address the frequency of ordering, invoicing, discounts, requirements (e.g. estimated quantities, work to be performed), delivery locations, and time.

When establishing multiple BPAs, the ordering activity shall specify the procedures for placing orders under the BPAs.

Establishment of a multi-agency BPA against a Federal Supply Schedule contract is permitted if the multi-agency BPA identifies the participating agencies and their estimated requirements at the time the BPA is established.

Ordering from BPAs:

<u>Single BPA.</u> If the ordering activity establishes one BPA, authorized users may place the order directly under the established BPA when the need for the supply or service arises.

<u>Multiple BPAs.</u> If the ordering activity establishes multiple BPAs, before placing an order exceeding the micro-purchase threshold, the ordering activity shall:

- Forward the requirement, or statement of work and the evaluation criteria, to an appropriate number of BPA holders, as established in the BPA ordering procedures; and
- Evaluate the responses received, make a best value determination (see 8.404(d)), and place the order with the BPA holder that represents the best value.

<u>BPAs for hourly rate services.</u> If the BPA is for hourly rate services, the ordering activity shall develop a statement of work for requirements covered by the BPA. All orders under the BPA shall specify a price for the performance of the tasks identified in the statement of work.

<u>Duration of BPAs.</u> BPAs generally should not exceed five years in length, but may do so to meet program requirements. Contractors may be awarded BPAs that extend beyond the current term of their GSA Schedule contract, so long as there are option periods in their GSA Schedule contract that, if exercised, will cover the BPA's period of performance.



Review of BPAs:

The ordering activity that established the BPA shall review it at least once a year to determine whether:

- The schedule contract, upon which the BPA was established, is still in effect;
- The BPA still represents the best value (see 8.404(d)); and
- Estimated quantities/amounts have been exceeded and additional price reductions can be obtained.

The ordering activity shall document the results of its review.



LABOR CATEGORY DESCRIPTIONS



Computer Technology Services, Inc.

GSA Schedule 36 / Contract#: GS-25F-0040S Solicitation 3FNJ-C1-000001-B Refresh 36 Office, Imaging and Document Solutions

Experience Substitutions:

High School Diploma + 4 years additional experience	Equals	Bachelors Degrees
Bachelors Degree + 2 years additional experience	Equals	Masters Degree
Masters Degree + 3 years additional experience	Equals	PhD

Education Substitutions:

- A Ph.D. may be substituted for 3 years of required experience with a Masters Degree or 4 years with a Bachelors Degree.
- A Masters Degree may be substituted for 2 years of required experience with a Bachelors Degree.
- A Bachelors Degree may be substituted for 4 years of required experience with a High School diploma.

Labor Category	Education	Years Exp.	Description
Project Manager	Bachelors Degree	5	Responsible for all activities relating to technical guidance for planning, directing, and monitoring a contract/task operation. Plans, recommends and implements contract/task activities, modifications, or related requirements.
Database Management Specialist	Bachelors Degree	3	Installs and modifies various database applications. Provides direction to workstation operators.
Document Management Specialist	Bachelors Degree	3	Responsible for operation of complex computer based document management program. Plans, implements, supervise and controls document management procedures.
Computer Systems Analyst	Bachelors Degree	3	Writes, evaluates, analyzes, and tests new and enhanced hardware and software. When appropriate selects COTS products then installs and modifies to suit the end user environment.
Document/Records Specialist III	High School Diploma or Equivalent	5	Manages a functional area of a task or oversees a smaller or less complex task. May direct a team of less senior records management staff or a group of conversion specialists in diverse labor categories.



Labor Category	Education	Years Exp.	Description
Records Technician IV	High School Diploma or Equivalent	7	Leads inventory and other data gathering teams in support of larger-scale records management activities. Plays a senior paraprofessional role in records functions where independent decision-making and/or independent quality evaluation are required. May oversee the work of less senior paraprofessional or clerical staff.
Scanning Operator I	High School Diploma or Equivalent	0	Operates conversion equipment in a production environment. Performs less complex, more production oriented machine operations according to procedures established by more senior staff. Troubleshoots document problems and resolves using scanning hardware and software to attain the best possible image quality.
Document Preparation Clerk I	High School Diploma or Equivalent	0	Examines documents and prepares them for scanning. Updates logging and tracking systems in support of document preparation activities. Reassembles documents and prepares them for storage or shipment.
Archive Clerk	High School Diploma or Equivalent	0	Enters and maintains data directory information, data keyword lists and dictionary forms of data media. Reviews all information for correctness and maintains media library of system's recorded information.
Driver	High School Diploma or Equivalent	0	Similar responsibilities to Warehouse Clerk, but also drives van/light duty trucks to deliver and pickup files, boxes, and other materials necessary to support project. Schedules and coordinates pickups and delivers to maintain efficient routing and services level agreements. Maintains log of activities. Interfaces with internal and external customers. Must have valid drivers license with acceptable safety record. Must be able to lift up to 50 pounds repeatedly without difficulty.



HOURLY LABOR RATES SINs 51-504 & 51-506 /Schedule of Items July 21, 2016 - July 20, 2021

EXEMPT LABOR CATAGORIES SIN 51-504 & 51-506

CTS Inc. Site Rates	July 21, 2016-	July 21, 2017-	July 21, 2018-	July 21, 2019-	July 21, 2020-
C13 IIIC. Site Nates	July 20, 2017	July 20, 2018	July 20, 2019	July 20, 2020	July20, 2021
Labor Category *5 Year Rates	Year 1	Year 2	Year 3	Year 4	Year 5
Labor Category 3 real Nates	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate
Project Manager	\$136.80	\$140.22	\$143.73	\$147.32	\$151.01
Database Management Specialist	\$105.31	\$107.94	\$110.64	\$113.40	\$116.24
Document Management Specialist	\$84.66	\$86.78	\$88.95	\$91.17	\$93.45

SCA LABOR CATAGORIES

CTS Inc. Site Rates	July 21, 2016-	July 21, 2017-	July 21, 2018-	July 21, 2019-	July 21, 2020-
C13 IIIC. Site Rates	July 20, 2017	July 20, 2018	July 20, 2019	July 20, 2020	July20, 2021
Computer Systems Analyst	\$98.33	\$100.78	\$103.30	\$105.89	\$108.53
Document/Records Specialist III	\$71.20	\$72.98	\$74.80	\$76.67	\$78.59
Records Technican IV	\$78.76	\$80.73	\$82.75	\$84.82	\$86.94
Scanning Operator I	\$49.83	\$51.08	\$52.35	\$53.66	\$55.00
Document Preparation Clerk	\$49.83	\$51.08	\$52.35	\$53.66	\$55.00
Archive Clerk	\$49.83	\$51.08	\$52.35	\$53.66	\$55.00
Driver	\$53.58	\$54.92	\$56.29	\$57.70	\$59.14

Government Site Rates	July 21, 2016-	July 21, 2017-	July 21, 2018-	July 21, 2019-	July 21, 2020-
Government Site Nates	July 20, 2017	July 20, 2018	July 20, 2019	July 20, 2020	July20, 2021
Labor Category *5 Year Rates	Year 1	Year 2	Year 3	Year 4	Year 5
	Hourly Rate				
Project Manager	\$118.96	\$121.94	\$124.98	\$128.11	\$131.31
Database Management Specialist	\$91.57	\$93.86	\$96.21	\$98.61	\$101.08
Document Management Specialist	\$73.62	\$75.46	\$77.34	\$79.28	\$81.26

SCA LABOR CATAGORIES

Government Site Rates	July 21, 2016- July 20, 2017	July 21, 2017- July 20, 2018	July 21, 2018- July 20, 2019	July 21, 2019- July 20, 2020	July 21, 2020- July20, 2021
Computer Systems Analyst	\$85.50	\$87.63	\$89.82	\$92.07	\$94.37
Document/Records Specialist III	\$61.91	\$63.46	\$65.04	\$66.67	\$68.34
Records Technican IV	\$68.49	\$70.20	\$71.96	\$73.76	\$75.60
Scanning Operator I	\$43.33	\$44.41	\$45.52	\$46.66	\$47.82
Document Preparation Clerk	\$43.33	\$44.41	\$45.52	\$46.66	\$47.82
Archive Clerk	\$43.33	\$44.41	\$45.52	\$46.66	\$47.82
Warehouse Clerk	\$43.96	\$45.06	\$46.19	\$47.34	\$48.53
Driver	\$46.59	\$47.75	\$48.94	\$50.17	\$51.42

^{*}All Above Rates Includes IFF@ 0.75%



DOCUMENT CONVERSION SERVICES PRICING SIN 51-506

Item #	Service	Unit	Rate
CTS506036A	Scanning at 200 DPI Pages up to 8.5"X17"	Per	\$0.0900
	> TIF image only	Image	
CTS506036AO	Scanning at 200 DPI Pages other than 8.5"X17"	Per	\$0.0900
	> TIF image only	Segment	
	The fee for oversized scanning is assessed on a per segment		
	basis (Segment = 8.5'X11" or portion thereof)		
CTS506036B	Converting Scanned Document 200 DPI Pages up to 8.5"X17"	Per	\$0.0225
	Converted to PDF image only	Image	
CTS506036BO	Converting Scanned Document 200 DPI Pages other than	Per	\$0.0225
	8.5"X17"	Segment	
	Converted to PDF image only		
	The fee for oversized scanning is assessed on a per segment		
	basis (Segment = 8.5'X11" or portion thereof)		
CTS506036C	Scanning at 300 DPI Pages up to 8.5"X17"	Per	\$0.1350
	> TIFF Image only	Image	
CTS506036CO	Scanning at 300 DPI Pages other than 8.5"X17"	Per	\$0.1350
	> TIFF Image only	Segment	
	The fee for oversized scanning is assessed on a per segment		
	basis (Segment = 8.5'X11" or portion thereof)		
CTS506036D	Converting Scanned Document 300 DPI Pages up to 8.5"X17"	Per	\$0.0225
	Scanned TIFF image converted to PDF Image Only	Image	
CTS506036DO	Converting Scanned Document 300 DPI Pages other than	Per	\$0.0225
	8.5"X17"	Segment	
	> Scanned TIFF image converted to PDF Image Only		
	The fee for oversized scanning is assessed on a per segment		
CTCFOCO3CF	basis (Segment = 8.5'X11" or portion thereof)	Day	¢0.0563
CTS506036F	Scanning at 300 DPI Pages up to 8.5"X17" > OCR of TIFF	Per	\$0.0562
		Image	
	 No clean up TIFF converted to PDF image plus exact searchable text 		
CTSEOGOZGEO	and the second s	Dor	\$0.0F63
CTS506036FO	Scanning at 300 DPI Pages other than 8.5"X17"	Per	\$0.0562
	> OCR of TIFF	Image	
	> No clean up		
	> TIFF converted to PDF image plus exact searchable text		

